

## PRELIMINARY PLAT SUBMISSION REQUIREMENTS

In accordance with the Rockingham County Code and policies of the Community development Department, the following information shall be included and submitted on the preliminary plat. If the required information is not on preliminary plat lot layout sheet (if more than one sheet included), it must be indicated below as to what page it is located. Specific items that are required on the lot layout sheet are indicated below.

Due to the number of persons or agencies required to view preliminary plats, eleven (11) copies are needed instead of six (6) as stated in the ordinance. If the plat is on paper larger than 8 ½" x 14", the paper must be folded and ready to forward to reviewing entities.

<u>INCLUDED</u>	<u>SHEET</u>	<u>ITEM</u>
		(1) <u>MAY BE ON A TITLE SHEET</u>
_____	_____	(a) Name of subdivision with section number, if applicable
_____	_____	(b) Name and address of owner and/or subdivider
_____	_____	(c) Name, address, phone number, and fax number of surveyor or engineer
_____	_____	(d) Signed surveyor's seal – can have written over it "not for recordation"
_____	_____	(e) Date of drawing
_____	_____	(f) Number of sheets
_____	_____	(g) North arrow and scale
		(2) <u>INSET MAP (MAY BE ON TITLE SHEET)</u>
_____	_____	(a) Scale of not less than 1" equals 2,000 feet
_____	_____	(b) Nearby towns and cities
_____	_____	(c) Nearby subdivisions
_____	_____	(d) Roads (with their names and numbers)
_____	_____	(e) Demarcation of site of subdivision and plat
_____	_____	(f) Other distinguishing landmarks
		(3) <u>REQUIRED ON LOT LAYOUT SHEET</u>
_____	_____	(a) Boundary survey or existing survey of record
_____	_____	(b) Total acreage
_____	_____	(c) Acreage of subdivided area
_____	_____	(d) Number and approximate area of all building sites
_____	_____	(e) Computations showing conformance with density
_____	_____	(f) Open space and coverage requirements of zoning ordinance
_____	_____	(g) Existing buildings within boundaries of the subdivision
_____	_____	(h) Names of owners and their property lines within the boundaries of the subdivision
_____	_____	(i) Names of owners, zoning, and tax map numbers of adjoining properties
_____	_____	(j) Lot number, size (square footage or acreage) of each lot, dimensions of each lot, and setback lines on each lot (shown on the lot)

_____	_____	(4) <u>STREET &amp; UTILITY INFORMATION (ON LOT LAYOUT SHEET)</u>
_____	_____	(a) Existing, platted and proposed streets and easements
_____	_____	(b) Street names, route numbers and widths
_____	_____	(c) Statement as to whether roads are state or private
_____	_____	(d) Public areas and parking spaces
_____	_____	(e) Existing and proposed utilities shown on each lot with dimensions (please do not reference in a note)
_____	_____	(f) Statement on plat about utilities (water and sewer) and what
entity	_____	will provide them.
_____	_____	(g) Other pertinent information as required or that you feel will be helpful
_____	_____	(5) <u>TOPOGRAPHIC INFORMATION (MAY BE ON SEPARATE</u>
<u>SHEET)</u>	_____	Compiled by either field or photogrammetric methods at a contour interval of not greater than five (5) feet, showing all the area covered by the subdivision. Properly related to coast and geodetic survey data showing the boundary lines of the tract to be subdivided.
_____	_____	(6) <u>FLOODPLAIN INFORMATION (LOT LAYOUT SHEET)</u>
_____	_____	(a) Location of 100-year floodplain
_____	_____	(b) Location of floodway area
_____	_____	(c) Designate flood zone.
_____	_____	(7) All parcels of land intended to be dedicated or reserved for public use or to be reserved in the deed for the common use of property owners of the subdivision.
proposed	_____	(8) Show areas designated in the County Comprehensive Plan as
_____	_____	sites for schools, parks, or other uses including floodplains which are located wholly, or in part, within the lands being subdivided
_____	_____	(9) Plans indicating the provisions for all utilities, including, but not limited to, the proposed method of providing drainage, water supply, and sewage disposal as well as plans for culverts and bridges
_____	_____	(10) Zoning classifications and proposed use for the area being subdivided (Lot layout sheet or cover sheet)
rezoning	_____	(11) Indicate conformance with pertinent proffers resulting from a
_____	_____	(12) Proposed sedimentation and erosion control measures.

***Please sign below to certify that to the best of your knowledge the above required information is included on the preliminary plat. A copy of this form and appropriate***

*fees must be included with your preliminary plat submission to initiate the review process.*

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**